

Northern Arizona University (NAU),  
Institute for Human Development –  
Arizona University Center on  
Disabilities (IHD-AzUCD)

P.O. Box 5630  
Flagstaff, AZ 86011



NORTHERN ARIZONA  
UNIVERSITY  
*College of Social & Behavioral Sciences*  
**Institute for Human Development**

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## Statement of Work (SOW) for the Arizona Developmental Disabilities Planning Council (ADDPC)

Date	Services Performed By:	Services Performed For:
December 10, 2018	Northern Arizona University (NAU), Institute for Human Development – Arizona University Center on Disabilities (IHD-AzUCD) P.O. Box 5630 Flagstaff, AZ 86011	Arizona Developmental Disabilities Planning Council (ADDPC) 3839 North 3rd St, Suite 306 Phoenix, AZ 85012

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This Statement of Work (SOW) is issued to the Arizona Developmental Disabilities Planning Council (ADDPC). In addressing ADDPC’s Goals 1, 2 and 3 (see below), NAU/IHD-AzUCD proposes the following project to provide greater access, outreach, and marketing to ADDPC’s activities and efforts.

## Period of Performance

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The Services shall be provided over a period of 12 months.

## ADDPC Goal # 1, 2 and 3

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Through this proposal, the applicant plans to address all three goals of the Council. This includes:

**Goal 1: Self-Advocacy/Self-Determination**

Establish, strengthen, and expand self-advocacy activities among persons with developmental disabilities so they will become empowered to be self-determined.

**Goal 2: Employment**

Increase awareness of employment potential of people who have developmental disabilities, link them to resources needed to achieve their employment potential, and foster job creation, hiring, retention, promotion, and self-employment

**Goal 3: Inclusion**

Motivate communities to include people of all ages who have developmental disabilities in all aspects of community life.

## Scope of Work

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NAU/IHD-AzUCD shall provide the following services as follows:

Host 4 mutually agreed upon **Events** (Meetings or Webinars) on Adobe Connect.

Types of **Events**: The Council staff will work with each goal committee to identify webinars for the year. In total, there will be no more than 4 webinars delivered per year for the council. The webinars from each goal committee could address trainings, project results, or getting feedback from the state.

## Deliverable Materials

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Adobe Connect is a versatile, web-conferencing platform that allows hosts, presenters, and participants to effectively collaborate in a virtual setting. Increasingly, webinars are playing a vital role in the presentation and dissemination of information.

Adobe Connect is compatible across operating systems (iOS and Windows) without a download of a desktop client (it renders in a browser). **Events** can also be accessed through mobile devices (iOS and Android) with an app download for a complete immersive experience.

There are three deliverables for each **Event**: management, promotion, and hosting. NAU/IHD-AzUCD will include all three phases as deliverable materials.

### **Management:**

NAU/IHD-AzUCD will invite identified presenters into an Adobe Connect virtual space and share an overview of the key features. NAU/IHD-AzUCD will provide a form required to populate the information needs of an Adobe Connect **Event**.

NAU/IHD-AzUCD will request content for uploads to Adobe Connect- PowerPoints, documents, websites, surveys and media. NAU/IHD-AzUCD will convert content into formats compatible with Adobe Connect.

The ADDPC staff will be responsible for organizing topic, presenters and webinar , the NAU/IHD-AzUCD staff will be responsible for uploading information, and collecting content, schedule a date closer to the **Event** for a practice run with presenters.

### **Promotion:**

After receiving the required information in the form, NAU/IHD-AzUCD will create invitations (brand specific to ADDPC and NAU/IHD-AzUCD) within the Adobe Connect Events Module that can be forwarded in list serves. Also, registration URLs can be copy/pasted into documents and disseminated as announcements or embedded in emails.

ADDPC Events will be included in our Event Catalog where our featured events are listed. The Event Catalog is available via the internet to anyone that receives an invitation or announcement from any of our partners that we are supporting through NAU/IHD-AzUCD for Adobe Connect Events.

### **Hosting:**

NAU/IHD-AzUCD will support the *Event* from start to archive (*Events* can be recorded and URLs shared for viewing). Working in the background, the NAU/IHD-AzUCD host will activate the meeting/webinar room and guide the participants through the Adobe Connect architecture. The NAU/IHD-AzUCD host will help deploy content and oversee the sharing of PowerPoints, documents, or media. Surveys can be distributed through emails to the participants of the *Event* (AIDD outcome measures to assess the *Event*). An archived Event URL will be posted to the ADDPC.

### **Evaluation:**

NAU/IHD-AzUCD will track registrants (max capacity is 100 before paying for an increase) and provide evaluation reports (Excel files) to the ADDPC with collected information (Evaluation questions that determine possible impact and outcomes of event participation and demographics required by the ADDPC will be sent to event registrants on an agreed upon timetable). This is critical in tracking impact evaluation feedback, requests for reasonable accommodations, collecting contact information, and asking for *Event* specific data. Customized emails can be triggered in Adobe Connect for any other pertinent information or distribution needs.

Link to [Budget Justification](#)

## Budget

Adobe Connect Support – IHD-AZUCD			
ADDPC			
February 1, 2019 – January 31, 2020			
	ADDPC	Cost Share	Total Budget
<b>Personnel</b>			
John McDermott – Project Coordinator .8889 FTE	\$5,508		
Kelly Roberts – Executive Director .162 FTE		\$1,755	
<b>TOTAL PERSONNEL</b>	<b>\$5,508</b>	<b>\$1,755</b>	<b>\$7,263</b>
<b>Fringe Benefits</b>			
John McDermott – Project Coordinator .8889 FTE	\$3,200		
Kelly Roberts – Executive Director .162 FTE		\$452	
<b>TOTAL FRINGE BENEFITS</b>	<b>\$3,200</b>	<b>\$452</b>	<b>\$3,652</b>
<b>Supplies</b>	<b>\$500</b>		<b>\$500</b>
<b>Other</b>			
Captioning	\$1,000		
<b>TOTAL OTHER</b>	<b>\$1,000</b>		<b>\$1,000</b>
<b>TOTAL DIRECT</b>	<b>\$10,208</b>	<b>\$2,207</b>	<b>\$12,415</b>
<b>INDIRECT COST (10%)</b>	<b>\$1,021</b>	<b>\$2,133*</b>	<b>\$3,154</b>
<b>TOTAL COST</b>	<b>\$11,229</b>	<b>\$4,340</b>	<b>\$15,569</b>

## Budget Justification

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### PERSONNEL (\$7,263)

Project Coordinator (.1125 FTE) \$5,508

John McDermott

John McDermott will be the Project Coordinator for this project. His duties will include the management, promotion, and hosting of ADDPC *Events* and quarterly meetings. Please see the section above.

Executive Director (.162 FTE) \$1,755

Kelly Roberts, PhD.

Dr. Kelly Roberts will be contributing to the project as cost share. Dr. Roberts will supervise the Project Coordinator in maintaining the focus of the project in meeting its goals and objectives.

### FRINGE BENEFITS (\$3,718)

Project Coordinator (.1125 FTE) - \$3200

John McDermott

Executive Director (.162 FTE) - \$452

Kelly Roberts

The Employee Related Expense (ERE) total is based on projected cost of health, dental, life, disability, FICA and Medicare, unemployment, and retirement benefits relative to each employee's salary and/or wages, FTE, and election of benefits. The ERE rate for an employee is calculated by dividing his/her salary by the total cost of his/her benefit package. FICA 6.20%; Worker's Comp 0.71% of salary; Unemployment 1%; Retirement 9.870%; Disability 0.25% of salary; Dental \$60/yr/single; \$164/yr/family; Health \$6,506/yr/single; \$16,980/yr/family; Life \$25.48/yr.

### SUPPLIES (\$500)

Funds are requested to cover costs for incidental supplies needed by NAU/IHD-AzUCD.

### OTHER (\$1,000)

Funds are requested to cover costs of NAU/IHD-AzUCD's working with a captioning company to caption all webinars, this will be available for live productions as well as archived events.

### Indirect cost (\$3,154)

10% of indirect cost is funding agency's restricted indirect cost rate (\$1,021). The difference between NAU MTDC 30.9% and agency's 10% indirect cost will be used as cost share (\$2,133\*)

**Total Funds Requested: \$15,569**

# Budget Request Form

Contractor Name: Northern Arizona University (NAU), Institute for Human Development – Arizona University Center on Disabilities (IHD-AzUCD)

Contractor Address: P.O. Box 5630 Flagstaff AZ 86011  
Street Address City State Zip

Project Name: Arizona Developmental Disabilities Planning Council (ADDPC) Webinar Project

Budget Category	Requested ADDPC Funds	Non-Federal Cash Match	Non-Federal In-Kind Match	Total Program Cost
Personnel/Salaries	5,508		1,755	7,263
Fringe Benefits	3,200		452	3,652
Supplies / Operating Expenses	500			500
Travel				-
Rent or Cost of Space				-
Contracted Services / Professional Services	1,000			1,000
Administrative / Indirect Costs	1,021		2,133	3,154
<b>Total Costs</b>	<b>11,229</b>	<b>-</b>	<b>4,340</b>	<b>15,569</b>

It is understood that Non-Federal Funds identified in this budget will be used to match only ADDPC Federal Funds, and will not be used to match any other Federal Funds during the period of the ADDPC funded Project.

Additional description and background information shall be included as a budget narrative, including for match. The contractor agrees to submit additional background information to the ADDPC upon request.

\_\_\_\_\_  
 Name of Certifying Official

\_\_\_\_\_  
 Title of Certifying Official

\_\_\_\_\_  
 Phone Email